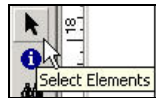# Distribute

Spacing between multiple graphics can be manipulated using the Distribute tools.

By using these tools you are ensuring that objects are spaced precisely and in turn maintaining a professional look to your maps.

In this example I will use the Distribute Vertically function to create vertical equidistant space between selected graphics.

When distributing vertically the top and bottom most graphics are your dominant graphics and will not move and all graphics between will adjust to equidistance.
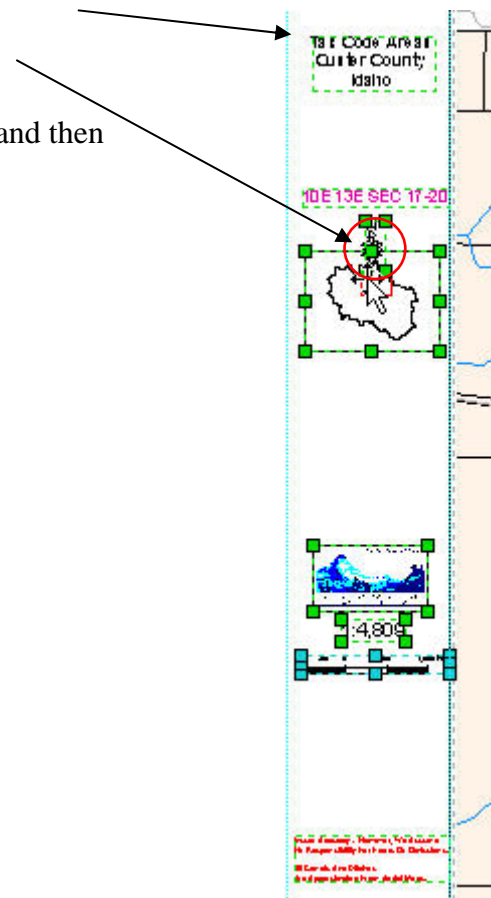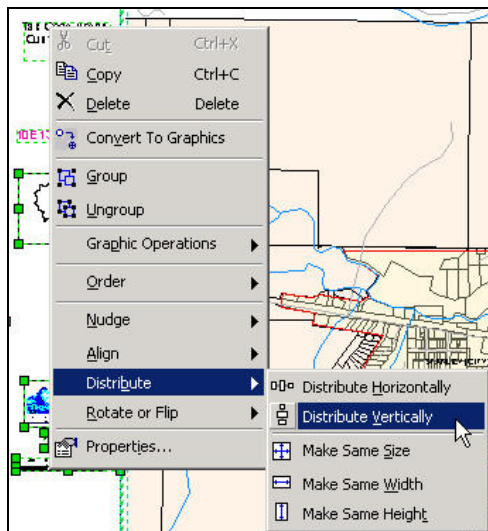
I would suggest using guides to precisely set your top and bottom graphics.

Using the Select Elements tool click and drag a selection box around a group of graphics on the left side of the layout.

Right-click on one of the selected graphics.

In the drop down menu move the cursor over Distribute and then Distribute Vertically (see graphic below).

Notice that the distance between graphics is equal.

Also, notice that the graphics have rearranged, compare the image to the right to the one above right. Sometimes this isn't an issue but many times want graphics in a specific order.

To get around the re-arrangement problem without renaming the normal.mxd is to select fewer graphics.

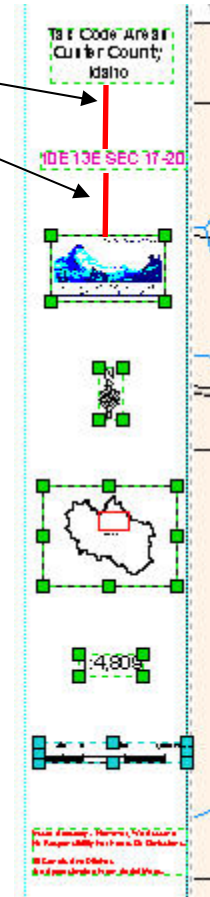In this example I'll undo the first distribute vertically action.

Then I'll click outside the map to unselect the graphics

Now move the graphics individually to approximately where you want them to be.

Select 4 or 5 graphics and distribute them as you did above

Repeat this with different sets of graphics until you feel they are where you want them to be.

Watch the Distribute Vertically training video by clicking here.